

# CLIENT/RENTER AGREEMENT

## AIRCRAFT OPERATIONS

1. The requirements for operation of Long Island Aviators aircraft are: Adherence to appropriate FARs, meet pilot currency requirements, the current insurance requirements, and operate within the rules and regulations of the organization.
2. Pilots may operate and rent at a regular rate.
3. Fuel, oil, and maintenance/repair are the only reimbursable expenses allowed.
4. Fuel purchases at airports other than Republic Airport (KFRG) will be made by the pilot/renter(s).
5. Fuel and/or oil purchases will be credited to the member’s account provided **original** receipts are submitted within thirty (30) days of purchase. Fuel is reimbursed at the current Atlantic Farmingdale price or less.
6. All members should be aware of the aircraft’s status and are responsible for aircraft after accepting it.
7. Any problems or damages must be reported to the office or an administrator immediately.
8. Flights outside the United States must be arranged within thirty (30) days of departure and with the approval of Long Island Aviators. Any requirements for flights outside the United States are at the renter’s expense.
9. Grass fields are prohibited.
10. Single-engine aircraft are only permitted to operate in and out of 2500' long runways or more.
11. Multi-engine aircraft are only permitted to operate in and out of 4000’ long runways or more.

## AT THE END OF EACH FLIGHT

1. Aircraft must be returned to its designated spot or hangar unless otherwise told by LIA staff.
2. Scan the QR Code in the aircraft binder, accurately fill out the applicable fields, and submit
3. Request fuel tanks topped off (Cougar to the forty (40) gallon tabs).
4. Record any squawks in the binder *and* report the issue to the office or an administrator immediately.
5. Remove all trash, personal effects, etc. from the aircraft. Aircraft must be grounded upon discovery by a pilot/student/renter of any defect that affects flight safety. Any such defect must be reported as soon as possible to the office or administrator.
6. *Except if the next renter/pilot is awaiting the aircraft*, secure the aircraft appropriately and follow post-landing checklists. Install control (yoke) lock, rudder lock (if applicable), tie down the wings and tail, chock the landing gear, and close all doors and windows. If the aircraft has its own designated hangar, park the aircraft adjacent to its hangar and contact Atlantic for a push-back.
7. ***Failure to submit dispatch logs, report issues, clean trash/personal effects, and/or properly secure the aircraft may result in penalties and/or removal from the organization.***

## PILOT QUALIFICATIONS – FAA AND INSURANCE REQUIREMENT

1. Each member desiring flight privileges without a certified instructor, must hold a current Student (with appropriate endorsements), Private, Commercial, or ATP pilot certificate and a current medical certificate or BasicMed clearance.
2. Long Island Aviators requires that all renters maintain flight status. Each pilot must meet the following requirements:
	1. Must meet minimum FAA Recent Flight Experience requirements and logged flight time in an LIA aircraft within the last one hundred (120) days or a check-out with an approved LIA flight instructor.
	2. Must successfully complete check-out in each aircraft of interest prior to making flights as pilot in command.
3. Pilot/Renter must carry a minimum of **$40,000** Aircraft Damage Liability insurance at his/her expense for any flight without a certified instructor onboard.
4. Long Island Aviators reserves the right to change the minimum aircraft damage liability insurance requirement **at any time**. Notification will be provided via email as well on longislandaviators.com.
5. Pilot/Renter will be held fully liable for any and all damages and/or lost revenue caused by the pilot/renter's actions.
6. Pilot/Renter is fully responsible for any and all actions of their passengers/guests when renting LIA aircraft.

## RESERVATIONS AND SCHEDULING

1. All reservations are made via the Internet using Holdshort.com.
2. Each canceled reservation should be updated for verification on the scheduling system as soon as possible regardless of weather conditions or other phenomena.
3. Reservations are to be made exactly for the time period required.
4. If late more than thirty (30) minutes, his/her aircraft will move on to the next scheduled reservation.
5. All flights must return at the scheduled time; if tardiness is caused by a mechanical or weather difficulty, then an administrator must be informed immediately.
6. Failure to utilize the aircraft during the reserved time slot is subject to a penalty of a 25% for the length of the reservation. This may be waived by an administrator with a valid reason, i.e. weather, sickness emergency, IMSAFE decision. Cancellations of more than 24 hours are not subject to a penalty.
7. Reservations are subject to the daily minimums requirements that can be found on longislandaviators.com.

**RATES AND FEES**

Will be established by Long Island Aviators, and will be subject to periodic evaluation and adjustment to meet the corporation’s operating costs. Rates are published on our website *www.longislandaviators.com*.

Fees for aircraft rental, equipment and instruction are due at the time of rental and/or instruction. In the event of nonpayment within fifteen (15) days thereafter, interest will accrue at a rate of 1.25 % per month until the balance is paid in full. In addition, the renter/student is responsible for reasonable attorney fees and court costs in connection with any collection efforts or actions necessitated by nonpayment. **Note:** Pilot and student accounts must be current to maintain flying privileges and instruction at Long Island Aviators.

Returned check fee, $30.

**CHECK-OUT**

1. All pilots and CFI’s must be approved by a certified flight instructor, who is already approved by Long Island Aviators, and meet the minimum required qualifications under the company’s insurance policy.
2. All members and CFI’s are responsible for cleaning the aircraft after their flight or lesson, removing any garbage and personal effects, and securing the aircraft at the original tie down.
3. All lost and found items should be turned in to an administrator who will place them in a safe place in the company’s office.

## PRE-PAID BLOCK TIME AND PACKAGES

When a package is purchased, the buyer must abide by Long Island Aviators policies and terms. When purchasing pre-paid block times, it must be used within ninety (90) days, after which time it will be locked at the current block rate.

## CREDIT/DEBIT CARDS AND PAYMENT OPTIONS

A credit/debit card is required to be on file with LIA. It is imperative that any clients who choose to pay by card place their *own* card on file (their name must appear on the card presented). Should the client elect to use a different cardholder's card for payment, **an authorization must be filled out and signed in its entirety by the cardholder and returned to our office along with the cardholder's physical card and driver's license**. The cardholder will be contacted to verify the authorization unless the cardholder is present.

At LIA, we also offer block rates with the use of cash deposits or checks. Please be aware that a valid credit card MUST be on file even if a block is purchased via cash or check

**REFUNDS**

When a pilot/or renter purchases additional flight time, or prepay for flights (block time), it is reimbursable according to the following terms:

* 1. Long Island Aviators will fully reimburse within 24 hours.
	2. More than 24 hours up to 72 hours (3 days), Long Island Aviators will charge a 10% penalty fee.
	3. If more than 72 hours up to thirty (30) days a 20% will be charged.

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| Pilot / Renter |  | Long Island Aviators (Staff Initials / Date) |
|  |  |  |
| Date |  |  |